

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

JOB DESCRIPTION

TITLE: Clerk – School Year

QUALIFICATIONS:

1. High School Diploma required; Associate's degree preferred; some college in office administration or secretarial training desirable.
2. Competent skills in keyboarding, computer applications such as Microsoft Word and Microsoft Excel, data-base management, and communications programs and equipment; business communications along with regular clerical requirements.
3. Demonstrated ability to work cooperatively with other staff members, students, teachers, parents, administrators, and the general public.
4. Ability to communicate effectively both orally and in writing.
5. Familiarity with state and federal regulations which impact upon student and personnel record keeping practices.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Principal and Assistant Principal

JOB GOAL:

To assist in the smooth operation of the school/department office so that the office's maximum positive impact on education can be realized.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PERFORMANCE RESPONSIBILITIES:

1. Greets visitors, determines nature of business, and directs visitors to destination if appropriate. Talks with students or parents encountering problems and resolves problem or directs them to other personnel.
2. When appropriate, monitors visitor activity within the building by means of an electronic entrance system, maintaining an accurate visitor log, providing visitor identification and verifying that visitors leave the building once they have completed their business; Notifies supervisor of any suspicious activity.
3. Assists in planning and implementing efficient, effective record keeping practices.
4. Maintains confidentiality of student/staff information of records and all matters of a confidential nature.
5. Participates in scheduled training, orientation, and supervision sessions provided by the district.
6. Remains up-to-date on changing procedures and technology related to professional record keeping.
7. Prepares daily attendance bulletin, logs daily absences calls, and manages daily absence notes.

8. Verifies early dismissals with parents.
9. Handle, sort, and classifies correspondence as appropriate.
10. Prepares and/or composes correspondence, reports, rosters, or other student/staff paperwork as directed.
11. Schedules and prepares mailings as appropriate.
12. Answers incoming phone calls and directs communication traffic. Makes routine phone calls to parents, businesses or other school offices as appropriate.
13. Duties may include working on special projects, keyboarding, filing correspondence and other paperwork, proofreading, data entry, and operating standard office equipment.
14. Regular, reliable attendance
15. Performs such other appropriate tasks as may be assigned from time to time.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

Evaluation will be in accordance with district policy and collective bargaining agreements.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a office setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

Evaluation will be in accordance with district policy and collective bargaining agreements.

APPROVED BY: Westport School Committee **DATE:** September 25, 2000

REVISED: November 8, 2005

REVISED: Fall 2008

REVISED: February 29, 2016

REVIEWED AND AGREED TO BY: _____ **DATE:** _____